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WAR FOOD ADMINISTRATION  
Office of Marketing Services  
Personnel Division  
Training and Safety Section

GREGG VOCABULARY  
of  
WORDS FREQUENTLY USED  
in the  
OFFICE OF MARKETING SERVICES

Washington, D.C.  
December 1944

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OF  
MARKETING  
SERVICES

FEB 22 1945

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## INTRODUCTION

This manual has been compiled to acquaint stenographers with words and phrases commonly used in the marketing service. Although the stenographer will encounter a considerable number of words and phrases in her particular organization in addition to those listed here, she will find this selection to be a representative group of all the branches and divisions.

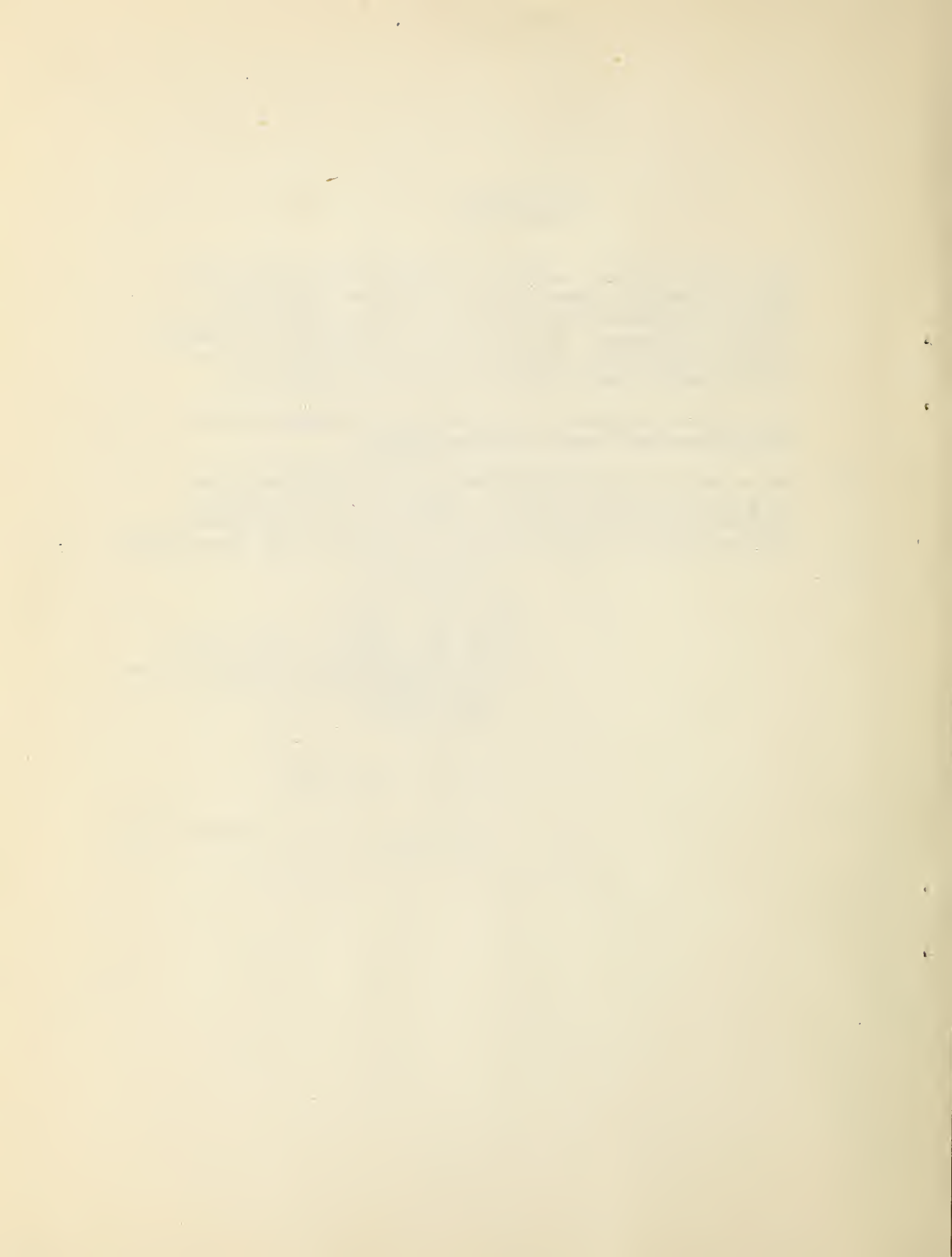
The shorthand outlines in this list are reproduced with the permission of the Gregg Publishing Company.

The manual aims to guide the stenographer in increasing and using her shorthand vocabulary. Then too, the stenographer so familiarizes herself with the terms used in her respective division that she becomes capable of forming her own abbreviations.

Robert E. Adcock, Chief  
Training and Safety Section  
Personnel Division

December, 1944

FEB 27 1945



1.

abeyance de

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absorb f

absorbic f

absorption f

abstract f

accept or

accommodate or

accompany of

accord or

accountant of

accounting or

accrue or

accrual or

accuracy or

acetic of

acetone or

acidity of

acknowledge or

acquisition or

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additional and identical or

adjacent of

administration or

Administrative Officer or

Administrative Services or

Administrator or

adulterated or

advisable of

advisability of

aerial or

affidavit or

affiliation of

Africa or

agency of

agreement or

agriculture	<u>o</u>	amend	<u>o</u>
agricultural	<u>o</u>	amendment	<u>o</u>
agronomist	<u>o</u>	America	<u>o</u>
agronomy	<u>o</u>	American	<u>o</u>
airplane	<u>o</u>	American Army	<u>o</u>
albumen	<u>o</u>	American Red Cross	<u>o</u>
alcohol	<u>o</u>	amylase	<u>o</u>
alfalfa	<u>o</u>	analysis	<u>o</u>
alien	<u>o</u>	analysis of sample	<u>o</u>
alleviate	<u>o</u>	analyst	<u>o</u>
allies	<u>o</u>	anhydrous	<u>o</u>
allocate	<u>o</u>	anniversary	<u>o</u>
allot	<u>o</u>	announcement	<u>o</u>
all-out	<u>o</u>	antequated	<u>o</u>
alphabetical	<u>o</u>	anticipated	<u>o</u>
alternation	<u>o</u>	apparatus	<u>o</u>
amalgamation	<u>o</u>	appeal	<u>o</u>
Ambassador	<u>o</u>	appeal inspections	<u>o</u>



applicable happlicant happlication happortionment happraisal happreciate happropriate happropriation happroval happroximately hapricot harbitrarily hArgentine harmed forces hAsia hAsiatic hassembly hAssign hassignor hassistant hassistance hassociate hassociation hAtlantic Seaboard hattached hattention hattract hAudit Division hAustralia hauthenticity hauthor hauthorize hauthoritative hautomatic hautomobile havailable h

availability 24

average 24

Axis 27

back haul Li

balance sheet 64

barometer 6

barrel 6

behalf 2

benefits 6

bill of lading 6

biologist 6

biology 6

board of trade 6

BOND 6

Brazil 6

Brix 6

Broilers 6

bromegrass 6

Budget and Organization 6

bulkhead 6

bunkers 6

bureau 6

burlap 6

bylaws 6

byproduct 6

CAF 9

calcium 2

calibrate 2

campaign 6

Canada 2

cancel 2

candy 2

capacity 2

carbon bisulphide 2

cargo 2

carotene 2

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chewings fescue	<u>212</u>	commercial	<u>23</u>
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circular	<u>2</u>	communicate	<u>2</u>
circumstance	<u>2</u>	communication	<u>2</u>
citation	<u>2</u>	community	<u>2</u>
citric acid	<u>22</u>	comparative	<u>2</u>

comparison 2  
 compensation 2  
 competent 2  
 competitor 2  
 competitive 2  
 complainant 2  
 Compliance Branch 2  
 complicate 2  
 composite 2  
 comprehensive 2  
 compression 2  
 compromise 2  
 concentrated 2  
 concepts 2  
 concession 2  
 condemn 2  
 condenser 2  
 condensery 2

condiments 2  
 condition 2  
 condition inspection 2  
 conference 2  
 confidential 2  
 confirmation 2  
 confliction 2  
 Congress 2  
 conscientious 2  
 conservation 2  
 consideration 2  
 consignment 2  
 consignee 2  
 constitution 2  
 construction 2  
 consummate 2  
 consumers 2  
 consumption 2

contemplate decontinental decontract market recontribute 7control board ifconversion 2cooling curve method recooperative agreement recooperative association recoordinator recopy 7corporation recorrespondence recorrugated recotton reCotton and Fiber Branch recouncil recoverage 7creeping red fescue recritical material recrucible recrystallize reCuban recull regulation recultivate recumulative recurrent recurtail recurtailment recustodial redairy reDairy and Poultry Branch redamage redeferment redeficit redefray re



dehydration pl

delegation rs

deletion pl

delineate peb

demand pe

demurrage py

department pe

departmental pe

depreciation py

depress pe

derivative py

desiccate pe

designate pe

Detailed reply pe

deteriorate pe

Deterioration pe

determination pe

develop pe

dextrose pe

diacetone gulsonic pe

diastase pe

diastatic pe

dichromate pe

differentials pe

difficulty pe

dinitrobenzene pe

dinitro-o-cresol pe

Director's Office pe

disastrous pe

disbursements pe

discoloration pe

discrepancy pe

discrimination pe

disintegrate pe

disposition pe

disseminate pe

distillation distdistillery distdistinction distdistinguishable distdistribution distdistributor distdistrict distdiversion divdividend divdocket doctdocuments docudomestic domdormitory dormdrainage draindunnage dunnduplicate duplearliest convenience earlEast Indies easteconomist econedible edibeffectuate effecteffectuation effectefficacy efficefficiency efficiefficiency ratings efficiEgypt Egyptelastic elaseliminate elimeligible eligeligibility eligembarkation embarkemergency emergemphasize emphempirical empirempowered empowemulsifier emuls

enclosure enestimate esencumbrance enethylene dichloride edEngland enEuropean euenriched flour efevaluation even route erevaporation eventitle enevidenced eventity eneviscerated evenvelope enexaminers exenzyme enexcerpts exequipment eqexclusion exequitable eqexclusively exequivalent eqexecution exergosterol erexpansion exerosion erexpedite exescrow esexpeditiously exespecially esexpenditures exessential esexpense account exestablishment esexperimental ex



exportation	<u>E</u>	financial	<u>20</u>
extracts	<u>3</u>	fire-cured	<u>201</u>
fabric	<u>h</u>	fiscal	<u>201</u>
facilitate	<u>200</u>	flake	<u>20</u>
facilities	<u>21</u>	flask	<u>20</u>
factors	<u>20</u>	flavoring	<u>20</u>
factory	<u>20</u>	fluctuate	<u>20</u>
familiarity	<u>20</u>	flue-cured	<u>201</u>
FARM BLOC	<u>20</u>	food processing	<u>20</u>
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Fats and Oils Branch	<u>20</u>	formerly	<u>20</u>
Federal Building	<u>20</u>	formula	<u>20</u>
Federal Surplus Commodities Corporation	<u>20</u>	formulation	<u>20</u>
fertilize	<u>20</u>	fortified	<u>20</u>
fermentation	<u>20</u>	freight	<u>20</u>
file reference	<u>20</u>	French	<u>20</u>
fillers	<u>20</u>	frought	<u>20</u>
Finance Division	<u>20</u>	Fruit and Vegetable Branch	<u>20</u>

fryers	<u>es</u>	harvest	<u>ig</u>
fumigation	<u>hor</u>	hauling	<u>i.</u>
function	<u>L</u>	headquarters	<u>.f</u>
furtherance	<u>ve</u>	heat-damaged	<u>is</u>
futures commission merchant	<u>us</u>	hedging	<u>.g</u>
General Preference Order	<u>Lgd</u>	hermetically	<u>is</u>
geographical	<u>h</u>	hesitate	<u>is</u>
germination	<u>h</u>	home defense	<u>is</u>
ginning	<u>L</u>	homogeneous	<u>ig</u>
government	<u>.f</u>	honey	<u>is</u>
grain elevators	<u>es</u>	honorable	<u>ay</u>
Grain Products Branch	<u>ay</u>	hundredweight	<u>is</u>
granular	<u>es</u>	husbandry	<u>ig</u>
grapefruit	<u>es</u>	hydrochloride	<u>is</u>
grater-iron	<u>es</u>	hydrolysis	<u>is</u>
Great Britain	<u>f</u>	icing instructions	<u>.f</u>
grocery	<u>ay</u>	identity	<u>is</u>
harrow	<u>is</u>	illustration	<u>es</u>

imperative       imperfections       implement       inadequate       inbound       incidentally       inclusion       inconvenienced       indemnity payment       index       indication       indispensable       individual       industrial       industry       Industry Operations       inequitable       inert       inexperienced       infiltration       inflation       information       ingredients       injurious       inoculate       inquiry       insecticide       insoluble       inspection       instrument       insulation       insurance       integrate       intermediate       interstate commerce       intelligence

intern       =      

interview       2      

inventory       2e      

investigation       2      

investigator       2      

iodonitrobenzene       2 106      

irregular       e      

isthmus       2      

itinerant       e      

Japan       b      

journalize       be      

judgment       L      

junction       L      

jurisdiction       be      

justification       b      

keg       e      

kraut       e      

laboratory       e      

Latin America       e      

leafiness       e      

ledger       e      

legislate       e      

legislation       e      

legislature       e      

lemons       e      

lend-lease       e      

liabilities       e      

liaison       e      

licensed       e      

licensee       e      

limitation       e      

linters       e      

liquid packing medium       e      

livestock       e      

livestock and meats       e      

locally       e

mail truck                     mainland                     maintenance                     malnutrition                     malpractices                     malt                             mandatory                     manifestly                     manipulation                     manufacture                     margin                           market news                     market wide                     marketing agreement                     marketing order                     Marketing Facilities                     Marketing Reports                     marmalade                     Maryland                     material                           memorandum                     mentioned                     merchandising                     mercantile                     method                           milkshed                           mimeograph                     minimum                           misbranding                     miscellaneous                     mislabeling                     mobility                           moisture                           monopoly                           monetary                           mortgaged



mountainous       B      

MUNITIONS       3      

mutually-agreed       no      

national defense       B      

National Housing Agency       30      

naturalization       sup      

navigable       h      

necessarily       s      

necrosis       sy      

negotiate       sy      

negotiations       sy      

neutral       m      

nevertheless       2      

nicotine       st      

nicotinic       so      

nomenclature       m      

normal       m      

notice       e      

notification       n      

noxious       n      

Nutrition Programs       nc      

obligation       c      

obliterate       e      

observe       e      

obviate       f      

ocean       y      

occupation       y      

occupy       y      

occurrence       m      

Office of Price Administration       y      

official       y      

oleomargarin       st      

onion       m      

operations       p      

oranges       y      

orchard       y

organization                     organoleptic                     Oriental                     originate                     osnaburg                     out-bound                     over-all                     packaging                     pamphlets                     paraffin wax                     parcel                     parity                     participant                     participation                     particular                     pasteurization                     patent                     patronage                     pattern                     payee                     payments                     peaches                     peanuts                     pectin                     percentages                     pernicious                     pentachlorephenol                     perishable                     Personnel Division                     persuasive                     pertinent                     phenothioxin                     photostatic                     photography                     photometric                     physical tests

Philippines 2fpollinate hobPortuguese 6m9potatoes 6orpoultry h repractical Capredicated 6orprecipitate Caprecipitous Capreference Capreliminary Caprerequisite Capress release Capreviously Caprinciple Capriority Caprobability CaProcedure Caprocessors Caproceedings CaProcurement and Price  
Support hproducers Caproduction Caproducts Caprofessional CaProgram Appraisal CaProgram Liaison Caprohibit Capromotion Capromulgate Caproperty Capropaganda Caproponents Caproration Caprosecution Caprovision Ca



publication                     publicity                     public hearing                     Puerto Rico                     pulverized                     purchase                     pursuant                     qualification                     quality                     quantity                     questionable                     questionnaire                     radication                     raisins                     rancidity                     rationing                     reagent                     receipt                     recipient                     reclamation                     recognize                     recommendations                     recommended                     reconcile                     recondition                     reconsignment                     record                     Red Cross                     redriers                     reduction                     reevaluation                     referendum                     refining                     refractometer                     refractometric                     refrigeration

regional report reregistered reregistrant reregret reregulatory rerehabilitation rereimburse rerejected rerelieve rerender rerepellency rerepercussions rerepresentative reRequirements and  
Allocations Control rerequisition reresearch reresident reresilient reresistant rerespective rerespondent reresponse reresponsible rerestrict reretirement reretroactive rerevamping rerevision reriboflavin reripe reroasters rerodent reroller process reRussia resalvage resampling re

saponification	<u>eg</u>	signatory	<u>eg</u>
scarcity	<u>eg</u>	silicofluoride	<u>eg</u>
schedules	<u>eg</u>	slightly	<u>eg</u>
school lunch program	<u>eg</u>	snuff	<u>eg</u>
scientist	<u>eg</u>	sodium	<u>eg</u>
seamless	<u>eg</u>	solicit	<u>eg</u>
secretary	<u>eg</u>	solicitation	<u>eg</u>
segments	<u>eg</u>	sorghum	<u>eg</u>
segregated	<u>eg</u>	soybeans	<u>eg</u>
selling prices	<u>eg</u>	Spanish	<u>eg</u>
semicarbazone	<u>eg</u>	specification	<u>eg</u>
semolina	<u>eg</u>	Special Commodities Branch	<u>eg</u>
shipping point	<u>eg</u>	specialist	<u>eg</u>
Shipping and Storage Branch	<u>eg</u>	specific	<u>eg</u>
ship's tackle	<u>eg</u>	specify	<u>eg</u>
show-down	<u>eg</u>	speculative	<u>eg</u>
shrinkage	<u>eg</u>	spoilage	<u>eg</u>
signature	<u>eg</u>	spotcheck	<u>eg</u>

standard

✓

Standards of Identity

✓

standardization

✓

starch

✓

statistics

✓

status

✓

STIMULATE

✓

stipulate

✓

Stockpiles

✓

stockyards

✓

storage

✓

stringency

✓

structure

✓

subject

✓

submitted

✓

subprofessional

✓

subsequent

✓

subsidy payments

✓

subsistence

✓

substantially

✓

substantiate

✓

substitute

✓

substitution

✓

Suez

✓

sucrose

✓

sufficient

✓

Sugar Branch

✓

sulphate

✓

sulphide

✓

sulphur dioxide

✓

summarize

✓

supervision

✓

supplement

✓

supplementary

✓

support

✓

surety

✓

surplus Essurrendered ea'sweetpotato 3/5switchboard 3synchronize spsynthetic sotabulation tstallowy tetangerine tatariff tytechnical ontechnologist oxtelegram estelegraphic sotelephone conversation tytemperature tstenant tstentative tsterritory tstestimony tsthermometer tstickler tstitrate tstitration tsTobacco Branch tstoluol tstotal war tstraffic tstrainee tstranscontinental tstransfer tstransmitting tstransit tstransportation request tstrap tstremendous ts



truck crops matube gturpentine tyultimate lounanimous oounavoidable 2undesirable hundermanned sdunfavorable gUnited Nations ofunloading reunquestionably 2unsaponifiable 2unsound 2utilization mpvacuum oven 2variations 2variety 6vegetable 2vendor uventilation upverifying 2veto hvice versa 2vigorously hvinegar hviolation 2vital hVITAMIN devocabulary 2volume hvolumetric hvoucher 2War Food Administration yesWar Production Board 2wholesale 2



